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MEMORANDUM FOR: Special Support Assistant, DD(S)

SUBJECT: Fitness Reports - Staff Agents

REFERENCE: Memorandum for Chiefs of Administration, All Area Divisions, from [REDACTED] DD/P/Admin 25X1A Subject, Fitness Reports for Senior Representatives, Chiefs of Mission, Chiefs of Station and all Staff Agents, dated 9 February 1955

25X1A

1. In accordance with [REDACTED] field Fitness Report for Staff Employees and Staff Agents, will be prepared in the field as follows:

a. "An initial Field Fitness Report will be prepared covering the six-month period following the date of each employee's arrival at his permanent duty station overseas. The report will be submitted to the administrative official within 30 days of the completion of the six-month period.

b. "Regular Fitness Reports will be prepared for each employee covering each 12 month period following the period reported in the initial field report for that employee. These reports will be submitted to the administrative official within 30 days of the completion of each 12-month period, etc."

2. Referenced memorandum provides that the phasing of Fitness Reports for Staff Agents will be based on [REDACTED] which provides 25X1A for an initial Fitness Report 9 months after the individual enters on duty and each 12 months thereafter/ rather than [REDACTED] since 25X1A "in most cases the rating official and/or the reviewing official will be located in headquarters".

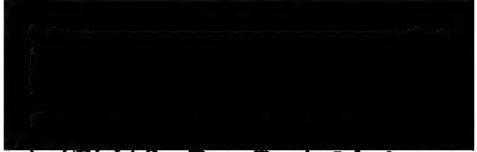
3. Since in most cases the rating official is in the field and not at headquarters, confusion has resulted in the field with regard to the date Staff Agent Fitness Reports are due. The dates on which Fitness Reports for Staff Agents are due in the Office of Personnel, therefore, are not in consonance with the phasing of Fitness Reports initiated in the field. As a result, memoranda of notification of delinquency of Staff Agent Fitness Reports have been forwarded to this Division, by the Director of Personnel.

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4. It is requested that the procedure contained in referenced memorandum with regard to Staff Agent Fitness Reports be reviewed, since it is felt that the requested phasing is impractical, and that the due dates for such fitness reports be adjusted in accordance with [REDACTED]

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Chief, Far East Division

Attachment: Referenced Memorandum

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## ROUTING AND RECORD SHEET

0002-3059

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:				TELEPHONE	NO.
				DATE	
TO	ROOM NO.	REC'D	FWD'D	OFFICER'S INITIALS	TELEPHONE
1. SSA/DDS	2004 L	10 V.H.		DH	
2. R&D				HP	
3. J. L. S.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
COMMENTS					
STATINTL					